

BUDGET (12)

GOAL-BASED GOVERNANCE PLAN MISSION, GOALS AND BUDGET SUMMARY

AGENCY MISSION:

The mission of the Budget Department is to compile and monitor all necessary financial planning information and make recommendations so that the City Administration can efficiently deliver quality services to preserve the public safety, promote economic development and strengthen the financial base of the City.

AGENCY GOALS:

1. Develop quality Departmental and Citywide financial plans.
2. Monitor conformity of Departmental activities with financial and operations plan.
3. Assist in the ongoing formulation of the Administration's priorities related to the four cornerstones through systematic communication of quality fiscal analyses.
4. Provide efficient quality and user-friendly services to departments.

AGENCY FINANCIAL SUMMARY:

2001-02 <u>Requested</u>		2000-01 <u>Budget</u>	2001-02 <u>Recommended</u>	Increase (Decrease)
\$ 3,038,036	City Appropriations	\$ 3,070,495	\$ 3,030,615	\$ (39,880)
\$ 3,038,036	Total Appropriations	\$ 3,070,495	\$ 3,030,615	\$ (39,880)
\$ 3,038,036	NET TAX COST:	\$ 3,070,495	<u>\$ 3,030,615</u>	\$ (39,880)

AGENCY EMPLOYEE STATISTICS:

2001-02 <u>Requested</u>		2000-01 <u>Budget</u>	4-1-01 <u>Actual</u>	2001-02 <u>Recommended</u>	Increase (Decrease)
<u>33</u>	City Positions	<u>33</u>	<u>33</u>	<u>33</u>	<u>0</u>
33	Total Positions	33	33	33	0

ACTIVITIES IN THIS AGENCY:

	2000-01 <u>Budget</u>	2001-02 <u>Recommended</u>	Increase (Decrease)
Budget Operations	\$ 3,070,495	\$ 3,030,615	\$ (39,880)

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GBG BUDGET OPERATIONS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION:

The Budget Department is primarily responsible for the preparation of the annual operating and capital improvement budgets and the biennial five-year capital agenda. Critical functions are monitoring City revenues and expenditures throughout the fiscal year, and relating financial activity to the plan expressed by the budget and to the long-term strategic direction set for the City. Development, implementation, and coordination of management information systems are essential to all aspects of financial planning and control. Budget Department staff coordinate city employee travel, and perform management audits of City operations as staffing levels permit.

GOALS AND OBJECTIVES:

1. Develop quality Departmental and Citywide Financial Plans.
 - Departments have meaningful involvement in development of Departmental plans.
 - Budget staff analyzes proposals and develops needed alternatives.
 - Citywide plans reflect a special focus on the core service priorities and are consistent with the four cornerstones and the overall strategic direction set for the City.
2. Monitor conformity of Departmental activities with financial and operations plans.
 - Budget staff spends an adequate amount of time with Departmental representatives.
 - Budget variances are explained and, where possible, predicted.
3. Assist in the ongoing formulation of the Administration's priorities related to the core services initiative, through systematic communication of quality fiscal analyses.
 - Budget leadership is in regular/ongoing and useful dialogue with Administration about its policy directions.
 - Budget staff has special focus on core services in ongoing analysis (pro-active).
4. Provide efficient, quality and user-friendly services to departments.
 - Staff are trained and oriented to their responsibilities.
 - The Department offers useful management information to Departments and the Administration.
 - The Department spends less time on processing activities.

MAJOR INITIATIVES:

In the current and coming fiscal years, our agency budget is status quo.

The e-Budget initiative rolls out with the 2001-02 executive budget and related documents available on the city's website for the first time ever. This increases access to the information while conserving paper and minimizing staff overtime. In 2001-02, the Redbook budget, public budget meeting Information Packet, and any other public reports we may generate will all be posted on the site.

The Mayor's core services initiative is also reflected in these budget documents through the addition of two new planning charts: The Budget arranged by Major Program Category; and Core Service Priorities in the Budget. The first Scorecards of Core Service are introduced in this executive budget to further performance measurement.

The annual public budget meetings continue to center on the citizen survey. October 2000 meeting attendance was slightly up from the prior year, but still less than the two years before that. More surveys were received (152) because they were distributed with the meeting announcement in a bulk mail. We convened a Focus Group on citizen services just after the public meetings, to understand citizen priorities for services as well as the budget making process. We will seek community organization sponsors for each of the 2001 settings in addition to following our mailout and publicity plans. In 2001, we will post the survey on the city website and promote citizen use of that forum in addition to the meetings.

In the current year, we are re-bidding the city employee travel management contract. In conjunction with this, we assessed our experience with the travel purchase card, with the Mayor's Office, Law and other departments. We have also realized improvements in travel request processing time, which we attribute to Oracle efficiencies in check-writing.

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Budget staff supports the ‘ Act 312’ binding arbitration process for Police and Fire uniformed unions with exhibits and testimony as to the fiscal ability of the City to meet union requests. On June 30, 2001, all Police and Fire union contracts will expire and be subject to this sort of process in the coming year.

An improved version of the Mayor’s Proposed 2001-2006 Capital Agenda was presented to City Council. Improvements to the capital planning process are underway; this will include the Mayor’s Economic Development Cabinet, which coordinates projects across city agencies and improves information and decision making on development activity within the City.

For the second year, Budget staff led specialized BRASS training sessions for all agencies, at the ITS training center in September 2000. In October 2000, Budget staff were among ten cities participating in the City Living Meeting convened by Syracuse University and Governing Magazine to redesign the 1999 Government Performance Project into a permanent evaluation program.

PLANNING FOR THE FUTURE:

The trend for public agencies is for more and better quality information flow. We have improved our core public documents each of the previous five years, and in the near future, we will roll out an Executive budget redesign intended to make information easier to use.

We want to move to a two-year budget, in order to free up agencies from minute procedural details and foster more analytical and development work (in the off-years).

A two-year operating budget is a document authorizing appropriations and anticipated revenues for two budgetary years. Budget Development and adoption occurs in one year, and longer term planning activities occur in the other. Monitoring occurs throughout both periods.

Part of this vision includes moving to activity-based costing, in which all the costs associated with a given service activity are captured and related in a measurable way. Two-year budgeting also relies on longer-term projections, and we plan to improve these on the expenditure end to complement existing major revenue forecasting.

Integrating geographic information systems (GIS) capability into our budget deliberations is also envisioned in the future. We want to better depict the neighborhood impacts of capital proposals and of budget decisions for services.

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GBG BUDGET OPERATIONS MEASURES AND TARGETS

Goals: Measures	1998-99 Actual	1999-00 Actual	2000-01 Projection	2001-02 Target
Develop quality departmental and city-wide financial plans: Agencies attending Budget Request Seminar	42	40	44	44
Monitor conformity of Departmental activities with financial and operations plan: Estimated General Fund expenditures as % actual	99.98%	N/A^	99%	100%
Team site visits to departments	60	60	68	80
Assist in the ongoing formulation of the Administration's priorities related to the Core Services through systematic communication of quality fiscal analyses: Total citizen attendance at annual public budget meeting	110	86	97	175
Management Audit reports completed	4	3	4	4
Provide efficient, quality and user-friendly services to departments: Average number of days turnaround on contracts	5.5	10.31	10	8
Average number of days turnaround on personnel letters	13.2	12.33	10	10
Average number of days turnaround on Finance/Council letters	9.9	17.88	8	8
Average number of days between travel request and approval	6.2	6.775	5.03	4.5
Percent of department budget representatives satisfied	N/A	100%	100%	100%
Personnel letters and requisitions evaluated and processed	3,000*	3059	3000	3000
Council and Finance Letters evaluated and processed	500*	601	485	500
Contracts reviewed, evaluated and processed	1,000*	404	275	300
Activity Costs	\$2,802,507	\$3,112,745	\$3,070,495	\$3,030,615

^Not Available until the Annual Financial Report is completed

* estimated, due to systems changeover

CITY OF DETROIT
BUDGET
Financial Detail by Appropriation and Organization

Budget Operations	2000-01 Redbook		2001-02 Dept Final Request		2001-02 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Budget Department Operations						
<i>APPROPRIATION ORGANIZATION</i>						
00226 - Budget Department Operations						
120010 - Budget Operations	33	\$3,070,495	33	\$3,038,036	33	\$3,030,615
APPROPRIATION TOTAL	33	\$3,070,495	33	\$3,038,036	33	\$3,030,615
ACTIVITY TOTAL	33	\$3,070,495	33	\$3,038,036	33	\$3,030,615

CITY OF DETROIT
Budget Development for FY 2001 - 2002
Appropriations - Summary Objects

	2000-01 Redbook	2001-02 Dept Final Request	2001-02 Mayor's Budget Rec
AC0512 - Budget Operations			
<i>A12000 - Budget Department</i>			
SALWAGESL - Salary & Wages	1,815,945	1,821,277	1,827,063
EMPBENESL - Employee Benefi	870,861	892,787	927,040
OPERSUPSL - Operating Suppli	55,180	55,180	57,220
OPERSVCSL - Operating Servic	211,009	203,792	204,292
CAPEQUPSL - Capital Equipmei	87,500	35,000	0
OTHEXPSSL - Other Expenses	30,000	30,000	15,000
<i>A12000 - Budget Department</i>	<i>3,070,495</i>	<i>3,038,036</i>	<i>3,030,615</i>
AC0512 - Budget Operations	3,070,495	3,038,036	3,030,615
Grand Total	3,070,495	3,038,036	3,030,615

CITY OF DETROIT
MAYOR'S 2001/2002 RECOMMENDED BUDGET

Budget Department

Appropriation		REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	Classification	2000 2001 FTE	FY 2001 2002 FTE	2001 2002 FTE
00226 - Budget Department Operations				
120010 - Budget Operations				
Budget Director		1	1	1
Deputy Budget Director		1	1	1
General Manager - Budget		1	1	1
Manager II - Budget		3	3	3
Manager I - Budget		9	9	9
Sr Budget Analyst - Exempt		3	3	3
Senior Budget Analyst		10	10	10
Admin Specialist I		1	1	1
Executive Secretary III		1	1	1
Executive Secretary II		1	1	1
Principal Clerk - Exempted		1	1	1
Senior Clerk		1	1	1
Total Budget Operations		33	33	33
Total Budget Department Operations		33	33	33
Agency Total		33	33	33